

Major Duties and Responsibilities

Payroll Clerk

Incumbent serves as the principle payroll liaison for American, as well as Locally Employed (LE) Staff employees, answering questions about earning and leave statements, resolving payroll difficulties. Responsibilities require networking and the maintenance of good communications with critical payroll personnel at the Financial Services Center (in Charleston). Daily tasks include (but are not limited to):

Preparing and transmitting allotments of pay on LE personnel to FSC Charleston. Assuring that bi-weekly pay disbursements from FSC Charleston received, transmitted to the Bank, and then correctly distributed to each respective employee.

Preparing the monthly Health/Social Insurance (IPS) report on LE employees; and working to resolve any related problems.

Vouchering

Incumbent's secondary role is to serve as a voucher examiner, reviewing all invoices, and requests for payments. Responsibilities include:

- Receiving and stamping all invoices (and similarly related pay materials) when entering into B&F for payment;
- Examining, and then assembling supportive materials in order to package payment requests into vouchers
- Generating appropriate documentation for FMO review from the accounting system, RPMS. Vendor documentation for which the incumbent conducts payment reviews for all agencies at post (e.g. State ICASS Program); and varies in complexity. '

Administrative

Administrative duties include the following tasks, which are necessary to support the flow of paperwork, communication, and resources in the section.

Filing - incumbent will maintain organized, effective, and easily accessible filing systems for vouchers, cables, and all relevant, payroll documents.

B&F Supply Management - incumbent will be responsible for managing the section's supplies of office materials

Special Projects as required - incumbent will be responsible for completing special administrative-related projects as required.

Alternate Cashier

Incumbent will be required to serve as temporary Class B Cashier whenever necessary. As such, the individual will be expected to pass all required certification procedures.

Other Duties as Assigned

Within the core competencies of the job, the incumbent - from time to time - will be required to perform special projects or duties as they are assigned by the FMO (or designated supervisor).